

SharePoint Online for IT Administration (1 Day)

Code: SP-201

About this course

This course will provide students with the knowledge and skills to efficiently use SharePoint online Administration on a day-to-day basis. At the end of this course students will be able to effectively navigate SharePoint Online Admin capabilities

Product:	Microsoft (Office) 365, SharePoint Online
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	System (IT) administrators or SharePoint Online Administrator who want to learn about administration in SharePoint Online
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (1 Day)

Module



Module 1: Introduction to SharePoint Online

Lessons:

- What is SharePoint Online?
- Site Collection topology
- SharePoint Site structure
- Getting familiar with the SharePoint admin center
- Create & Restore Site Collection
- Defining ownership for site collection
- Create Hub Site
- Configure storage limits
- Configure General Settings



Module 2: Managing SharePoint Permission

Lessons:

- SharePoint Permission Level
- SharePoint Site Permission
- Create SharePoint Group
- Assign users to SharePoint Group
- Remove, Delete user, group
- Setting List/Library/Item Permission
- Configure sharing policies



Module 3: Managing Search

Lessons:

- Manage Search Service
- Classic and modern search experiences
- Search Center
- Manage Result Source
- Customizing Enterprise Search
- Setting Indexing Site Content, Reindex



Module 4: SharePoint Administrative Services

Lessons:

- User Profile
- Term Store
- SharePoint Online Management Shell
- File Share Migration